

Town of Vestal

Certificate of Appropriate Process for Locally Designated Landmarks and Historic Districts

Local Law 3 of 2010, Section 4: Certificate of Appropriateness for Alteration, Demolition or New Construction Affecting Landmarks or Historic Districts

"No person shall carry out any exterior alteration, restoration, reconstruction, demolition, new construction, or moving of a landmark or property within a historic district, nor shall any person make any material change in the appearance of such property, its light fixtures, signs, sidewalks, fences, steps, paving or other exterior elements which affect the appearance and cohesiveness of the landmark or historic district, without first obtaining a certificate of appropriateness from the Historic Preservation Commission."

Under Section 6 of Local Law 3 of 2010, these four (4) steps must be completed before work can be initiated on the exterior of a locally designated landmark.

1. The property owner or a designated representative must complete and submit a Certificate of Appropriateness (C of A), along with the required fee, to the Vestal Code Office before a building permit can be issued. Proper planning and the submission of complete and detailed drawings help to expedite the process. The application is available from the Code Office.

The VHPC uses the National Preservation Guidelines for all modifications to locally designated landmarks. These guidelines and information on tax incentives are available at the National Park Service Technical Preservation Services site:
http://www.nps.gov/history/hps/tps/standards_guidelines.htm

It is advisable to consult with the Planning Commission, Town Engineer, and Zoning Board at this time to determine their requirements for the project.

2. Submit the completed C of A and required fee to the Town Clerk's Office at 605 Vestal Parkway W. The clerk will forward the C of A to the Vestal Historic Preservation Commission (VHPC). Based on the criteria listed in Section 5, Local Law 3 of 2010, the Commission will approve, deny, or approve with modifications the C of A within forty-five (45) days from the date of receipt. An approved C of A is valid for twelve (12) months.
3. The Commission notifies the property owner, Vestal Code Office, Town Engineer, Planning Commission, Town Board, and Town Clerk of their determination.
4. The property owner or a designated representative then obtains the necessary building permits from the Vestal Code Office.

The Vestal Historic Preservation Ordinance and the Certificate of Appropriateness Application form are available on the Town of Vestal site under Historic Commission:
<http://www.vestalny.com/department.aspx?dID=33>